MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

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Next Stop: Washington, D.C.

United States Capitol, 1920s

Next Stop: Washington, D.C.
MARAC To Meet In National's Capital

Please join MARAC at its next meeting to be held in Washington, DC from November 19-21, 1998. Located just blocks from Union Station and within walking distance of many of the city's best known attractions, the Hyatt Regency Washington on Capitol Hill has wonderful spaces for workshops, sessions, meetings, and conversation. The Local Arrangements Committee is arranging tours of the United States Holocaust Memorial Museum, Mount Vernon, and the Library of Congress. We'll also have information on ways to explore the great diversity of our nation's capital-from the major national museums and monuments and local historic sites to a wide range of restaurants-much of which is easily accessible from the conference hotel. The Friday evening reception will be held in the beautiful Caucus Room of the Russell Senate Office Building, site of a number of historic hearings (including the Titanic and the Watergate hearings).

The Program Committee has developed sessions and workshops along the theme "Archival Challenges and Solutions in the 21st Century." The sessions and workshops will interest archivists at all stages in their professional careers and from all types of institutions. The program will explore a variety of issues that the archival profession will be addressing for the foreseeable future, such as the impact of technology on archives, encoded archival description, and partnerships of archives and libraries, along with sessions on the JFK Assassination Records Review Board, the American Folk Life Center, heritage tourism, and interpreting race and ethnicity through audiovisual materials. There will be over 20 sessions so you will have plenty from which to choose.

The keynote speaker, Mary Ellen Bates, will speak about the current trends of downsizing and outsourcing and potential steps that archivists can take to respond. Local historian Kathryn Smith will be our luncheon speaker. She will take us on a slide tour of the historic Shaw neighborhood of Washington, DC.

We're looking forward to seeing in D.C.!

For more information, contact Local Arrangements Co-Chairs Beth Joffrion [phone: (202) 357-2781, email: joffrion@aaa.si.edu] or Marisa Keller [phone: (202) 639-1721, email: mkeller@corcoran.org] or

Program Chair Susan McElrath [phone: (202) 673-2402, email: susan_mcelrath@nps.gov]. You can visit the meeting's website from the MARAC conferences page at <http://www.itd.umd.edu/MARAC/maraccon.htm>

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Saratoga Springs Meeting a Success!

More than 300 archivists attended the Spring 1998 MARAC meeting held in the picturesque city of "Health, History, and Horses," Saratoga Springs, New York, May 7-9. One of the conference's first sessions, held Friday morning on the subject of documenting horse racing in archives, was appropriately called to order by archivist Gunnar Berg, YIVO Institute for Jewish Research, who sounded a post horn and exclaimed "Riders Up-Horses to the Starting Gates!" A substantial number of conferees also attended various workshops on Thursday to learn more about electronic records, facilities planning, and arrangement & description; a particularly large audience greeted Dr. Franziska Frey, Image Permanence Institute, for a workshop on preserving photographsin a digital world. On Thursday night, Lyrical Ballad Bookstore, located only a few blocks from the hotel, hosted a wonderful reception that allowed conferees to browse through the stacks and make purchases at a special discount-which the bookstore generously extended for the duration of the conference. The meeting offered attendees a broad range of sessions, held in spacious meeting rooms, including presentations on the role of technology in archives, interpreting historic sites, Nara's role in uncovering the controversy of NAZI gold, and women's history in New York State. A large number also joined tours to explore the local scenery and history, including visits to beautiful sites like the Saratoga National Historic Park. Mary Lynn, Professor of American Studies, recalled her inspiring journey to document the history of nearby Skidmore College to an attentive audience at the Friday luncheon. That same day, a very popular ice cream break was hosted by Ben & Jerry's in the hotel gallery-which also boasted a record number of exhibitors. MARAC hosted its reception at the Saratoga Springs Music Hall where attendees were greeted by the sounds of jazz performed by a lively local ensemble on Friday evening. The great program, a pleasant and centrally located hotel, beautiful weather, and wonderful restaurants and shops, made Saratoga Springs a most popular venue for MARAC members. Thank you for your participation and we hope to see you all in Washington D.C. in November!

MARAC Spring 1998 Meeting
Local Arrangements Committee

MARAC '99 Spring Meeting to be held in State College

Mark your calendars — MARAC will be meeting in State College, Penna. May 6-8, 1999 at the Penn Stater Conference Center. Theme: "Archives under Construction."

Workshops will include interactive computer applications, basic archival skills, preservation, records management and construction-related topics.

Program sessions will also take advantage of the multi-media capabilities of this high-tech facility as well as offer a broad range of traditional topics and construction-related topics.

Tours will feature a visit to the Mount Nittany Winery, Victorian Bellefonte, Special Collections at PSU, the construction sites and shopping in quaint but beautiful downtown Boalsburg.

Contact Jackie Esposito at (814) 865-7931 or Diana Shenk at (814) 863-2505 for more information.

Of Mailing Times and Deadlines

For over a year, the spring and fall issues of the Mid-Atlantic Archivist (*MAA*) have been delivered by first class mail. The purpose of the change was to ensure that members received information on MARAC meetings in plenty of time to plan their attendance. We hope that this goal has been met. The summer and winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the *MAA* in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the *MAA* to you in a timely manner regardless of how it is sent.

★★★★★★

Visit MARAC's Website at http://www.itd.umd.edu/MARAC/marac-hp.htm

★★★★★★

. . . from the chair

Many of you started to hear more discussion at the Saratoga meeting about the planning currently in progress by the Ad Hoc Committee on Contractual Services and the Steering Committee on the possibility of hiring an outside contractor to carry out many of our administrative functions. However, much of what you heard was probably sketchy and might not have communicated the full range of thought and consideration that many MARAC members are contributing to this process. To say nothing of the fact that many of you were not present in Saratoga to hear any of the discussion on this topic.

Those of us involved in this process are aware that the words "dues increase" might have had the most profound resonance of all the words spoken and printed on this subject to date, and it is indeed in the very best MARAC tradition for the membership to keep a close eye on any attempts to change the financial structure of the organization, particularly when those changes would most likely necessitate a dues increase. After all, it is the membership gathered at a Business Meeting, perhaps as soon as next spring, who will have to vote on any proposed dues increase. In order to keep all MARAC members informed of the details of this very important planning, the Ad Hoc Committee will be running a number of articles in the Mid-Atlantic Archivist over the course of the next several issues. The first of these contributions is in this issue and was written by Ben Primer and Marsha Trimble. Please read the articles carefully, and feel free to contact me or any member of the Ad Hoc Committee to ask questions and to voice your concerns.

Finally, there are a couple of points that I feel it is very important to make about the work that is in progress on this issue. First of all, both the Steering Committee and the Ad Hoc Committee are very much aware of the importance of the relationship between the relatively low costs involved in being a member of MARAC and the character of the organization. Every attempt is being made to accommodate all of the various groups that form our diverse membership in all of the planning that is underway. We have no intention of duplicating the more elaborate administrative structure of some of the national organizations, nor do we intend to charge dues or conference and workshop fees that are anywhere near the higher costs charged by these organizations. We are not looking to hire an executive director or other staff but just to contract out some of the administrative chores mentioned by Ben and Marsha in their article. The cost for this service will be kept as low as possible.

Second, all of us involved in this process are aware of (and share) the membership's sense of the importance of the spirit of volunteerism that is at the core of what makes MARAC a very special organization. I am a strong believer that none of us should be paid for any of the substantive work we do for MARAC, whether that work is committee service, teaching, writing, or meetings planning and organizing. However, as Ben and Marsha state at the conclusion of their article, one of the driving forces behind the idea of contracting out many of our administrative chores is the need for and the value of freeing the membership for those activities that are more central to the core of our mission as an organization: archival education and advocacy and professional support for all of our members. It is our very real concern that we are robbing ourselves and our members of much of the energy and creativity and skill that could be spent on the educational work that only we can do by spending so much time and energy carrying out administrative work that outsiders can certainly do, and possibly do better, or at least more efficiently. On the other hand, no one involved in this planning has any intention of having anyone other than the elected leadership and the members run the organization and its activities. This would include directing the work of the administrative contractor, and only members would continue to plan conferences and workshops, direct and write publications, lobby and advocate, plan and execute outreach activities, conduct membership drives and orientation, and maintain direction and management of our finances.

The Steering Committee and the Ad Hoc Committee on Contractual Services hope that many MARAC members will offer us the benefit of their ideas as we work on this plan for MARAC's future.

—Janet Linde

From the Editor:

MARAC is seriously exploring what options it has in hiring professional management to take over some administrative and organizational functions that are currently done on a volunteer basis by its membership. I have been a MARAC member for only a few years, but I have taken on two jobs that have given me some insight into the issue and, in my darker moments, make me despair that MARAC can't go on as it has. Change, it seems, is inevitable.

One job I've taken on is editorship of this newsletter. Thanks to the help of some terrific people, the job is not too time-consuming, except for a few weeks at the times an issue is due out. Our system is not efficient, but because the tasks are spread out among enough people, MAA could probably continue to be done as it now is even if membership expanded to 2500 (I would probably feel differently if I did the mailing.)

My other significant job has been to serve as Finance Chair for the Local Arrangements Committee for last Fall's meeting in Wilmington. In several ways the job was enjoyable. I felt useful; the job was clearly necessary for the meeting to function. I got to know many of the people in MARAC; even if I did not meet them, I came to understand the nature of our membership and the institutions we represent. I also stretched my Microsoft Access skills by constructing a database of registrants.

There were, however, many headaches associated with being a local finance chair that I don't want to go through again.

Setting up the conference account proved unexpectedly time-consuming. The bank was both officious and lackadaisical. It sent a thank you for setting up a new account to the Chief Financial Officer

Continued on P. 22

MARAC NEWS

MARAC Studies Prospect of Hiring Association Management Firm

Ben Primer and Marsha Trimble In 1995 MARAC Chair Fynnette Eaton appointed a Strategic Planning Committee chaired by Ben Primer to develop goals and objectives for the Mid-Atlantic Regional Archives Conference. This was MARACs third such planning effort. Earlier ones were led by Annamarie Sandecki in 1983 and by the Task Force on Long-Range Plans, chaired by Geraldine Phillips, in 1991.

The Strategic Planning Committee met in Trenton in December 1995 and, after reviewing a first draft of a proposed document in January 1996, forwarded its final version of this plan to the Steering Committee in late spring 1996. The Steering Committee reviewed and revised the plan at its August 1996 meeting, and the document was unanimously adopted by the membership at the Fall 1996 conference in Wilmington. The Strategic Plan argued that the increasing size and complexity of MARAC (going from 400 to 1,200 members, and from a net worth of $7,000 to over $90,000 since 1981) had made it difficult for the organization to continue to be an accessible, friendly, volunteer organization, and that some structural changes and a clearer mission were needed. The plan called for three basic elements.

First, MARAC would focus its efforts on education as its central mission. The plan called for reclassifying MARAC's status with the IRS, building an endowment to fund educational efforts, developing basic and advanced-level workshops at affordable prices, and awarding a prize for the best student essay from the region.

Second, the plan sought ways to provide broad membership participation which included educational workshops, new member events focusing on caucuses, leadership workshops, affinity groups, fall meetings outside the I-95 corridor, promotion of stronger caucuses in each state, and the creation of a handbook for caucus chairs.

Third, the plan advocated governance changes which included providing background and guidelines for committees in order to give historical context to new members; hiring an outside auditor; and investigating con-

Nominations and Elections Committee Announcement

As Incoming Chair of the Nominations and Elections Committee, I'd like to thank and acknowledge the hard work of our predecessors. I'd also like to point out that MARAC's next election cycle is not too far off. The Committee will be soliciting nominations from the membership for the offices of Chair, Vice Chair, Representatives-at-Large, Nominations and Elections Committee (three seats), and Custer Award Committee (two seats). If you would like to run for office, or know of an individual who would be a strong candidate, please contact L. Eileen Parris, Carolyn Schumacher, Jim Cassedy, or any other member of the Nominations and Elections Committee, or any other MARAC officer, and let them know.

Thanks,

Jim Cassedy

tractual services related to membership, conferences arrangements, printing and publications, standardized information gathering, and financial records. The committee concluded, in trying to redirect the efforts of the organization, that these changes may mean the organization will have to generate more income, either from dues or from conferences.

Following adoption of the Strategic Plan in Wilmington, MARAC Chair Fynnette Eaton named an Ad Hoc Committee on Implementation of the Strategic Plan, again chaired by Ben Primer, that met in Washington on December 6, 1996. The group created an implementation plan which assigned tasks and deadlines for various committees to begin putting the plan into effect, and Steering Committee approved the plan at its January 1997 meeting. While much of the work for implementation was assigned to standing committees, the plan also called for an Ad Hoc Committee on Contractual Services, which would include the Vice Chair, the Treasurer and others to be appointed by the MARAC Chair. In the fall of 1997 new Chair Janet Linde appointed the following officers and members to serve on this committee: Lauren Brown, MARAC Archivist; Jim Byers, past Treasurer; Becky Collier, Treasurer; Russ Gasero, member of the Education Committee; Valerie Metzler, member of the Meetings Coordinating Committee, and Pennsylvania Caucus Representative; Karl Niederer, past Chair; Ben Primer, Vice Chair; Diana Shenk, Administrator; and Marsha Trimble, past Administrator. Trimble was asked to chair the committee.

The Ad Hoc Committee for Contractual Services began its work in January by examining the administrative services currently provided by MARAC officers and volunteer members. After lengthy discussion, the committee prioritized the areas of service, the first ranked being the area in which professional assistance or relief is most needed.

That first priority, conference arrangements, includes securing a hotel contract; laying out and printing the preliminary and final programs; handling pre-registration mailing; receiving and recording pre-registrations and payments; creating receipts, name tags, tickets, and other items for attendees; providing on-site supervision of all hotel arrangements; arranging audio-visual equipment and supervising set-up; handling workshop arrangements at conferences (and other venues); handling on-site meeting registrations and refunds.

The next priority for contracting is membership services, which are now performed by Administrator Diana Shenk. They include maintaining the membership database; mailing and processing renewals; mailing quarterly newsletters, annual ballots, and special mailings; producing and mailing the biennial membership directory; producing labels for all other mailings; and handling phone inquiries.

The third priority, financial services, are currently provided by Treasurer Becky Collier. Her duties include depositing checks received, writing checks, updating and balancing checking and saving account books, maintaining bookkeeping journals, filing receipts and bills annotated with accounts-receivable or accounts-payable numbers from corresponding journal entries, investing MARAC reserves, generating the quarterly balance sheets published in the Mid-Atlantic Archivist, and preparing the annual corporate tax and quarterly local sales tax forms. MARAC employs an accounting firm to prepare federal tax forms with the assistance of the MARAC treasurer. Members of the Finance Committee currently conduct the annual audit of the treasurer's and administrator's files and accounts.
A separate treasurer for each meeting handles the conference accounts until all of the conference monies are received and related bills are paid. Then the amount remaining is transferred to the MARAC treasurer.

Finally the committee discussed various facets of the production of our publications, especially of the Mid-Atlantic Archivist. Currently MARAC employs a layout assistant in the Washington area and a printer in New Jersey. The printer mails the newsletters to the Administrator who mails them to members. The committee would like to centralize production and mailing of the newsletter, as well as other publications.

In its report at the May Steering Committee meeting, the Contractual Services Committee recommended that MARAC search for an association management firm which can provide all the services enumerated above. Steering Committee accepted this proposal and charged the committee to send out a request for proposal (RFP). Once responses to the RFP are in, the committee is to select several of the most desirable firms to interview in the fall. The successful firm will offer the most service at the lowest price, will have favorable recommendations from other associations it represents, and will exhibit stability and reliability over a substantial number of years in business. At the fall meeting the committee will report the results of the search and recommend a way to meet the cost of the service if, as is likely, it exceeds MARAC's current expenses.

While no one in the organization is enthusiastic about a rise in the cost of membership, the leadership is keenly aware of the increasing difficulty in getting members to volunteer their services. For twenty-five years officers and volunteers have conducted MARAC business from their place of employment, and employers have donated a great deal to the organization in phone and copying service, mailing costs, etc., MARAC has grown too large to be served by these donations of "borrowed" time and materials. With the removal of administrative burdens, members will be able to focus their energies toward the educational goals of the organization, areas in which our members have far more expertise than in management. And the long list of meeting tasks mentioned earlier by no means covers all the local arrangements for our meetings. Even if a professional organization can take over these tasks, there will still be plenty left for local members to do for our conferences!

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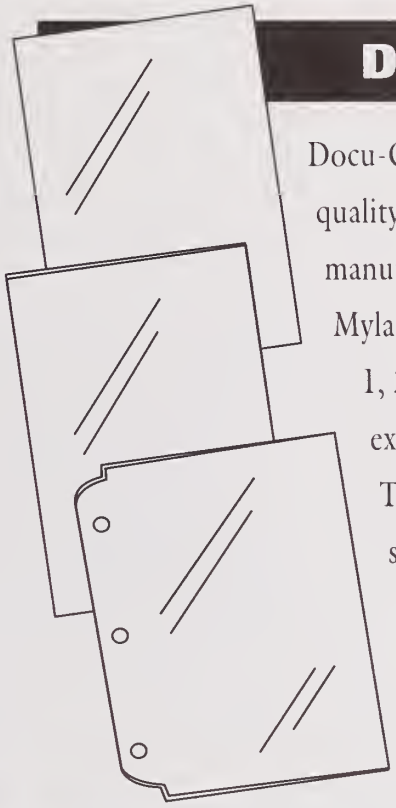

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State & Local News

Hello, I am Danna Bell-Russel and I have the honor of serving as the editor of the MARAC State and Local History section. I may have the pleasure of writing the news, but you, the members of MARAC, are my reporters. I hope to provide information about events happening in the MARAC region, including MARAC sponsored events, news about repositories in the regions, information about unique collections, and more. However, I can't do that without your help. Please send information to your state caucus reps or to me either via email (dbrussel@capaccess.org) or snail mail (c/o NEJL, Washington College of Law, American University, 4801 Massachusetts Ave., Washington, DC 20016). Thanks for your help and support.

Next issue: everything you wanted to know about archives week activities but were afraid to ask. Have a wonderful summer.

MD

In Maryland, meeting fellow archivists and learning about their repositories has been high on the list of caucus activities. In March caucus members visited the National Agriculture Library, learned more about the special collections and archives, specifically those of the USDA History Collection, an artificial collection which documents both the history of the USDA and of agriculture in America. Included within the USDA History Collection are USDA records, historian's papers, photographs and other documents. Attendees also learned about the NAL's activities in the area of digitization and toured exhibits which discussed conservation activities at the NAL..

★★★

University of Maryland Announces New Records, Archives Program and Appoints New Professor in this Specialty

The University of Maryland College of Library and Information Services (CLIS) has announced a newly revised curriculum for its speciality in the area of archives, records, and information management. This curriculum, the result of a year-long review and analysis, offers a wider variety of courses, permits more specialization, and features more opportunities for field study.

The review process included an invitational conference of leaders in the field, several dozen visits to archival and records programs in the Washington-Baltimore region to get employer and practitioner perspectives, examination of professional associations' educational guidelines, and a review of similar programs offered by other universities.

The new specialty area is entitled, *Archives, Records and Information Management*, reflecting the fact that these three fields are interrelated. It recognizes the impact of digital technology and the challenges of managing information in contemporary institutions, but also the need to keep a strong trait of history, culture, and heritage. Maryland will continue and strengthen the HiLS (History/Library Science) dual degree program that is offered with the History Department. There is a strong emphasis on writing, analytical, and communications skills and on field study and cooperation and partnership with archival and records programs in this region.

The program requires 36 credits for the MLS degree. One third are in required core courses: Information Access, Information Structure, Information Technology and a new course developed for this specialty, Archival Principles, Practices, and Programs. Another third must be courses in the specialty area, which has been expanded to include additional offerings on documentation and appraisal, records and information management, electronic records management, information policy, preservation, and a new course in field study which is designed to give students an opportunity to apply what they learn in courses in archival and records programs in the region. The final third of the courses may be in the specialty, other courses in CLIS, elsewhere in the University, or courses at other institutions. The new program is intended to offer considerable flexibility for students to concentrate on particular areas of interest ranging from manuscripts to records and information management.

CLIS has also hired a new professor in this area, Christopher Halonen, who did his graduate work at the University of Toronto Faculty of Information Studies. His specialty is personal information management as it relates to office information systems and work practices in organizations. He joins Bruce W. Darstyne, who coordinates the Archives, records, Information Management program.

More information is available from the CLIS web site, *http://www.clis.umd.edu.*, including a detailed description of the new specialty and the courses that comprise it. More information is also available from CLIS Student Services Office, Room 4110, Hornbake Building, University of Maryland, College Park, MD 20742-2038, phone: (301) 405-2038, fax: (301) 314-9145, e-mail: clisumcp@umdacc.umd.edu.

★★★

Lynne Humphries-Russ has joined the staff of the Howard County Historical Society (Ellicott City) as Reference Specialist.

Robin E. Emrich has been named the Archivist of the Columbia Archives, located in Columbia.

Pat Melville , Director of Reference Services at the Maryland State Archives (Annapolis), reminds us all that a quick and convenient way to keep up to date on the activities of the Archives is to consult "The Archivists' Bulldog". An electronic edition of this bi-weekly newsletter is available at the Archives' web page (www.mdarchives.state.md.us <http://www.mdarchives.state.md.us>) un-

der Reference and Research. A full run, back to March 1987's first issue, are available. Pat's many duties includes editing "The Bulldog."

NJ

In nearby New Jersey, archivists have been working for passage of two bills before the legislature. These bills will provide 4.5 million dollars in grants-in-aid to New Jersey historical societies, historical museums, historic sites and other related agencies and $500,000 for research and publications in New Jersey history. The New Jersey Caucus also was one of the co-sponsors of the 5th annual New Jersey History Issues Convention on March 21. The theme of the convention was the implementation of the recommendations of the Governor's Task Force on New Jersey History. Several hundred people attended the meetings and workshops offered during this convention.

★★★

New Jersey Caucus News Plans for Archives

Plans are underway by the MARAC New Jersey Caucus and cosponsors for Archives Day, October 17, 1998, to be held at the Monmouth County Library in Manalapan. A preliminary program has now bee prepared:

Monmouth and Ocean: Preserving History for the Future. Archives Day 1998.

10:00 Freeholders Proclamation, awards presentations

10:20 David A. Cowell, President, Advocates for New Jersey History, New Jersey History: State of the State.

11:15 Mark Dilonna, Features Editor, Newark Star Ledger, *A Writer Discovers New Jersey's Living History.*

1:00-3:30 *World Wide Web Room: Internet Resources for Historical Research*. Dr. Stanley Nash, Information Services Librarian and Thomas J. Frusciano, University Archivist and Records Officer, both of Rutgers University, New Brunswick.

1:45 Panel session on the history of New Jersey's Islands. William E. Andersen, Deputy Attorney General, State of New Jersey, *Unsung Heroes, Archivists and the Ellis Island Case*, and John Bailey Lloyd, NJ Senior Reference Librarian, Ocean County Library, *Tucker's Island: The Island That Sank Beneath the Sea.*

3:00 Panel session on New Jersey and military history. Bernard A. Olsen, Advanced Placement History Instructor, Marlboro High School, *The Civil War in New Jersey as Told by Her Soldiers*, and Kevin Coyne, Writer, *The Best Years of Their Lives: One Town's World War II Veterans and How They Changed the World.*

The event is free and open to the public. There will also be exhibits by about 30 organizations, a video room, and tours of the Monmouth County Archives. Box lunches are available by advance reservation ($5 each). For additional information, contact the Monmouth County Archives at gsaretzk@shore.co.monmouth.nj.us or call (732) 308-3772.

NY

In New York, there is cause for celebration. For the next year the Bronx, Brooklyn, Manhattan, Queens and Staten Island will celebrate being consolidated into New York City. There are events in all five boroughs, including fireworks shows, a concert in Central Park in July and much more. Lists of upcoming events are published on the first Monday of the month in *The New York Times*. And there is much for archivists to celebrate. Several archivists and records managers have been selected to serve as centennial historians including Leonora Gidlund, Kenneth Cobb, Robert Morris, Robert Sink and Brenda Parnes. A full list of all the centennial historians will be published on June 19th. The New York City Department of Records has mounted an exhibit at the John Jay College of Criminal Justice entitled *New York's Centennial: City of Five Boroughs*. This exhibit will be up until October.

VA

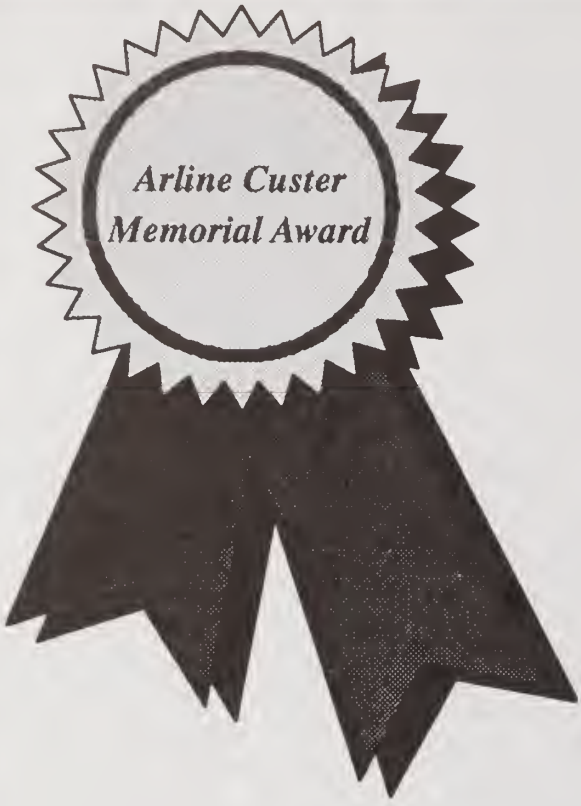
The Virginia Caucus had their annual meeting at the Handley Regional Library in Winchester. They toured the library and archival collections. The participants also met Errol Somay, the Director of the Virginia Newspaper Project , who gave them a history of the project and updated them on current activities and future projects. Finally, during a brief meeting, caucus members discussed future projects. One of these projects included developing small groups of professionals to provide assistance and advice to archives in need.

★★★

The caucus would like to announce the publication of the book *Virginia's Civil War: A Guide to Manuscripts at the Virginia Historical Society*. The book was written by MARAC member Graham T. Dozier with the assistance of a grant from the Roller-Bottimore Foundation. It is available from the Society's museum shop.

★★★

The College of William and Mary has received approval from the state legislature and the governor for funding to construct an addition and for renovation of the Swen Library. Funding has also been secured for the construction of a special collections pavilion which will house the Department of Manuscripts and Rare Books, the University Archives and the Warren Burger Archives. Construction is scheduled to begin in September 1998. In other construction news, work continues on the new state records center which will be located in Henrico County. Construction is expected to be completed in early 1999 and the facility will be open later that year.



Arline Custer Memorial Award

Call for Submissions

This award honors the memory of Arline Custer (1909-1975), Mid-Atlantic Regional Archives Conference (MARAC) member and editor of the *National Union Catalog of Manuscript Collections*.

The award recognizes publishing achievements by MARAC members and individuals or institutions in the seven states (New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia) comprising MARAC. The Custer Committee is particularly interested in receiving published writings that appeal not only to the archival community, but to the general public as well. The committee will consider scholarship, relevancy, innovation, quality of writing, and presentation and layout as criteria in judging submissions.

Individuals or institutions may submit up to two works. The publication must have appeared between July 1, 1997 and June 30, 1998.

Archival finding aids, including guides, will not be considered for the Arline Custer Memorial Award but instead should be submitted to the MARAC Finding Aids Award Committee.

Up to two prizes may be awarded, with a value of $100. The 1998 winners will be announced by the committee during MARAC's Fall meeting in Washington, D.C.

Please send at least two (2) copies of each submission to: Catherine Keim, Chair, Custer Award Committee, 300 South Broadway, Apt. 5F, Tarrytown, NJ 10591. If you have questions, contact: Catherine Keim at (914) 631-5040 or by e-mail at the cbkeim@mindspring.com address. Submissions must be received by August 31, 1998.

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MARAC Publications Survey
June 1998

The MARAC Publications Committee wants to know what kind of publications the members need so we can provide relevant literature. Please take a few minutes to answer this survey or use the convenient form on the MARAC website (URL=http://www.itd.umd.edu/MARAC/marac-hp.htm) by August 1, 1998.

1. MARAC has published nine technical leaflets between 1989 and 1994 (Appraisal of Social Welfare Case Files; Computing the Total Cost of Archival Processing; Planning for Archival Programs: An Introduction; Processing Congressional Collections; Developing Archival Exhibitions; Involving Volunteers in Archives; Identifying and Handling Classified Documents in Archives; Archival Sampling: A Method of Appraisal; and Photograph Preservation: Basic Methods of Safeguarding Your Collection). Each one costs $3.00 and consists of 12 to 32 pages.

   a) Have you purchased any of these technical leaflets?
   ☐ Yes ☐ No

   b) If not, why not?
   ☐ Topics not relevant to my work ☐ Topics too specialized ☐ Topics not specialized enough
   ☐ Too expensive ☐ Too brief to be helpful ☐ Have never seen them ☐ Other (please explain)

   _____

   c) What topics would you like to see covered that would help you in your work or that you think would help others?

   _____

   _____

   d) For whom should these technical leaflets be written?
   ☐ Beginning archivists
   ☐ Specialists
   ☐ Non-archivists working with archival materials

   e) How much would you be willing to pay for a technical leaflet? $_____

2. MARAC has in print two archival symposia (Constitutional Issues and Archives and Automation in Archives) that contain the papers presented at two MARAC meetings.

   a) Would you like MARAC to resume publishing selected papers on a specific theme from presentations at meetings? ☐ Yes ☐ No

   b) If so, what thematic meetings would you like to see developed that would result in published symposia papers?

   _____

   _____

   c) The Program Committee for the State College meeting in Spring 1999 is considering publishing symposia papers on the theme, "Archives Under Construction/Archives on the Move." Would you be interested in a publication on this topic? ☐ Yes ☐ No

   d) The Publications Committee is considering revising and/or rewriting Automation in Archives (1993) to update the information. Would you like to see a new edition of this publication? ☐ Yes ☐ No
   If not, why not?

   _____

   _____

Please detach here and mail to Sue Hamburger, Chair, MARAC Publications Committee, 1952 Buffalo Run Road, Bellefonte, PA 16823

IMPORTANT IMPORTANT IMPORTANT IMPORTANT IMPORTANT

SIDE 1

MARAC Publications Survey

If so, how should it be improved?

_____

_____

3. The Mid-Atlantic Archivist newsletter currently contains news from the states in the region, minutes from Steering Committee meetings, treasurer's report, job ads, occasional book reviews, and conference news and session abstracts.

   a) What do you like about the contents of MAA?_____

   _____

   b) What do you dislike about the contents of MAA?_____

   _____

   c) What should be added to MAA to improve it?_____

   _____

4. What other kinds of publications should MARAC print?

   _____

   _____

5. Would you be willing to write a technical leaflet or other archival publication for MARAC?

   ☐ Yes ☐ No

   If yes, on what topic(s) do you have particular expertise or interest? _____

   _____

6. Would you be interested in and willing to participate in a writing workshop to learn how to write for publication? ☐ Yes ☐ No

Thank you for participating. Please fold in thirds, add a first-class stamp, and return this self-mailing survey form BY AUGUST 15, 1998 to:

Sue Hamburger, Chair
MARAC Publications Committee
1952 Buffalo Run Road
Bellefonte, PA 16823

IMPORTANT IMPORTANT IMPORTANT IMPORTANT IMPORTANT

SIDE 2 Please detach here and mail to Sue Hamburger, Chair, MARAC Publications Committee, 1952 Buffalo Run Road, Bellefonte, PA 16823

STEERING COMMITTEE MEETING

Mid-Atlantic Regional Archives Conference Steering Committee- Spring Meeting Steering Committee Minutes, May 7, 1998 Sheraton Saratoga Springs Saratoga Springs, NY

IN ATTENDANCE: Danna Bell-Russel, Lauren Brown, Patrice Brown, Lynn Catanese, Becky Collier, Lois Densky-Wolff, Leonora Gidlund, Charles Greifenstein, Jennie Guilbaud, Susan Hamburger, David Hedrick, Elizabeth Joffrion, Janet Linde, Valerie Metzler, Linda Angle Miller, Stephen Novak, Ben Primer, Mary Ellen Rogan, Diana Shenk, Karen Stuart, Marsha Trimble, and Peter Wosh.

1. **Call to Order**

Janet Linde, MARAC Chair, called the meeting to order at 5:40 at the Sheraton Hotel in Saratoga Springs, New York.

2. **Approval of Minutes**

The minutes of 23 January 1998 Steering Committee meeting were approved.

3. **Chair's Report**

A. Appointments and Resignations

• Standing Committee appointments- John Celardo has agreed to serve on the Finance Committee while Mary Ellen Rogan and David Hedrick are now members of both the Steering Committee and the Finance Committee. Janet asked committee chairs to give her a list of new committee members so that a letter can be sent out to them. It was noted that if the chairs need any assistance in finding new members, they should contact Janet.

• Finding Aids Award- Rita Dockery has volunteered to chair this Committee.

• Membership Development Committee- Lisa Mangiafico has agreed to chair this committee.

B. DC Archives Letters- Janet stated that responses have been received from Kathleen Arnold and Carol Schwartz. The most substantive response was from Ms. Arnold but the Schwartz letter was most appreciative. The Arnold letter was published in the last issue of the MAA, along with her response. The Chair noted that she had not yet received a copy of Clarence Davis' letter of response.

C. NCCPH and Copyright- MARAC has been asked to serve a two year term on the NCC Board of Directors. Peter Wosh will be our liaison to the Board as well as to the NCCPH in general. It was reported that the new copyright law would be life plus 70 years as of the year 2002. SAA opposes this change while the NCCPH does not. There was some discussion as to whether MARAC should take a stand pro or con. It was decided not to get involved.

D. NHPRC Director- It was decided not to pursue this matter considering that it was too late to send a letter to the selection committee. However, the Chair mentioned that she would like to hear suggestions from the Steering Committee as to how we might use the list more effectively as an organizing tool between Steering Committee Meetings. It was suggested that in the future that when these issues come before the Steering Committee, deadlines for responses be included along with postings to the listserv.

E. SAA Annual Meeting Office Hours- We have received a notice from SAA in regard to the scheduling of office hours for Regional Archival Organizations at the SAA Annual Meeting this fall. The deadline to sign up for a time slot is June 1. The Chair asked that if there is anyone going to this meeting who is interested in setting up office hours to please contact her. Becky, Ben, Danna, Jennie, Sue, and Valerie indicated that they will be attending SAA.

4. **Vice Chair's Report**

A. Reports from Committees

Fall 1997 Wilmington- A report was received regarding local arrangements for the Wilmington meeting last fall. A total of 282 individuals attended the meeting. We more than met our block of rooms (we reserved 225 and used 265, with another 28 overflowing into two other Wilmington hotels nearby). Comments from the chairs included the following: they had difficulty finding someone to be treasurer (recommended two people to do this jointly for all future fixed sites); they found high-tech instructors demanded high fees for workshops; they found that most fun and interesting tour places had already been seen; they found that they had twenty on the committee but only six did the work; they recommended that printing the program should be handled by the program committee; and stated that those that don't do the work should not be listed on the program.

B. Future Meetings

• Saratoga Springs (May 6-7, 1998)- Over 300 people registered for the conference.

• Washington, DC, (Nov. 19-21, 1998)- The local arrangements committee presented a budget for approval. The Steering Committee approved the budget. The meeting will be at the Hyatt Regency Washington on Capitol Hill.

• State College, Pennsylvania [Penn State] (May 6-8, 1999)-Pennsylvania Historical and Museum Commission is being approached for conference support as is Penn State University. Penn State will host a statewide meeting on June 24 for the purpose of extending the planning initiatives. Jackie Esposito, Local Arrangements Committee Chair, is working with the group to develop special events and tours. Diana Shenk has begun work on program development, which will include a call for papers. Sue Hamburger is working on developing technology- based sessions and workshops. A memorandum of understanding will be reviewed by MCC at Saratoga Springs and a budget will be ready for the July Steering

Committee meeting. Michelle Dzyak is Treasurer for this meeting. Diana Shenk is the Chair of the Program Committee.

• New York (Fall 1999)- Greg Hunter is to make some calls to hotels on Long Island before the meeting on Thursday to determine if a meeting there is viable. Ben Primer talked to Ed Desrochers, New England Archivists, about this being a joint meeting but has not received any information to date. The Steering Committee decided to stick with this site for the fall 1999 meeting.

• Trenton/Princeton, New Jersey (Spring 2000)- Ben Primer and Karl Niederer have visited three hotels in the Princeton area that could accommodate MARAC. There is a new hotel that may be open by 2000 in the downtown Trenton area. OHMAR (Oral Historians in the Mid-Atlantic Region) cannot do a joint meeting in Spring 2000, so this may wait until Spring 2001. The hotels will provide us with costs based upon several dates. Karl and Ben like the Sheraton better; however, they have not been able to contact their staff person to get information. Therefore, they are likely to sign a contract with the Hyatt for Spring 2000 in the coming months unless the Sheraton is more forthcoming.

• Cleveland, Ohio (October 19-21, 2000) [Joint Meeting with the Midwest Archives Conference]- We have signed a contract with the Sheraton Cleveland City Center. We were able to obtain the same rate for single and double occupancy ($110) and subject only to 5% increases annually, not the 7-8% the hotel asked for. We also were able to reduce the number of rooms we must fill from nearly 900 to 600, and the cost for failing to fill the number of rooms is down to $5,000.00 as opposed to the original cost of $30,000.00. We also reduced the reservation cutoff date to three weeks and stipulated that the hotel would continue our convention rate as long as they had rooms available after that date. Ben Primer stated that we need to name both program and local arrangements chairs soon to work with MAC. Roland Baumann has agreed to serve as MAC's program chair.

• Spring 2001- Virginia was mentioned as a possible site.

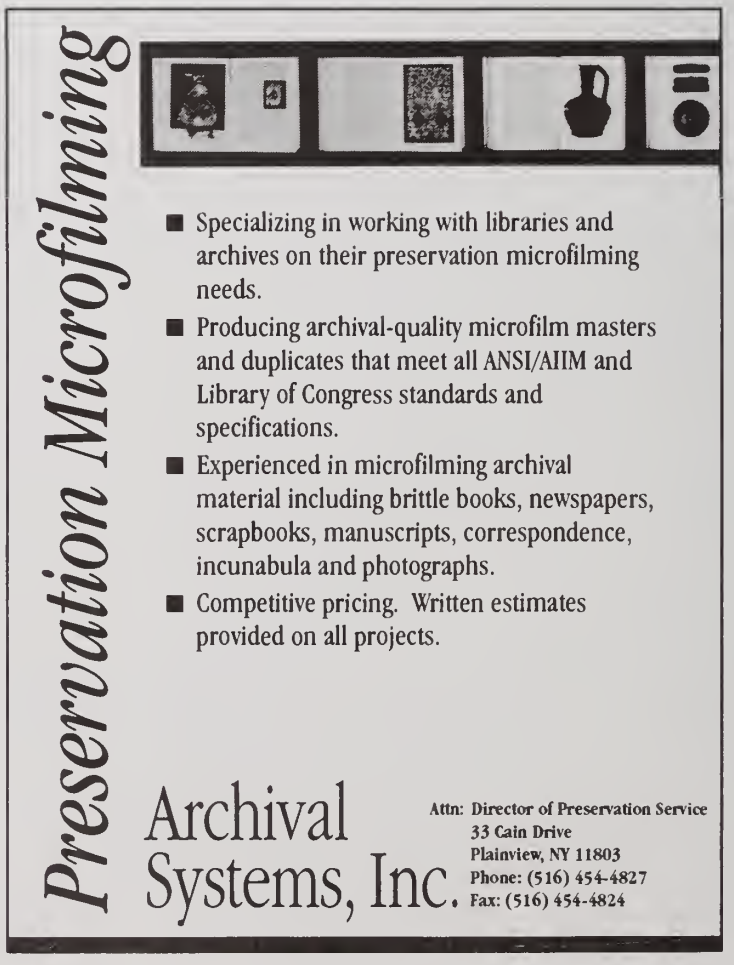
C. Items for Steering Committee Action

1. Conference Workshops- It was recommended that workshops should be handled by the Education Committee instead of the Program Committee. It was noted that the Education Committee could see some potential to this change but could not take over this job at present time. A motion was made to transfer the responsibility for the workshops to the Education Committee after the Fall 1999 meeting. It was passed.

2. Budget for Washington, DC meeting- Already discussed under Future Meetings.

3. Conference Program Booklets- It was recommended that the program committees assume the responsibility for printing programs (preliminary and final) as well as other program developmental activities instead of the local arrangement committees. A motion was made for the program committees to take on this responsibility starting with the Spring 1999 meeting. It was passed.

4. Fixed Site Survey- Most members who participated in the survey seemed to favor a two to three year fixed site, and no longer. It appeared that the fixed site was a success among those who responded to the survey. There remains a group of members [10 members] who favor a single annual meeting or wonder why we have two. It was stated that having two meetings contributes to the closeness of the organization and allows us to have more meetings outside the corridor region, i.e. Saratoga Springs. We will continue to have two meetings a year. The comments from the Wilmington Local Arrangements Committee report indicated that we should not have three meetings in a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row at the same site except in the Baltimore-Washington region where we have enough archivists to prevent burnout. It was noted that we should examine whether there would be a significant price differential on rooms and other services with a three-year contract.It was recommended that we consider another fixed site for a two to three year period. It was determined that the Steering Committee needs to examine the result of the survey that called for having a fixed site meeting in the fall, yet selected cities in the corridor. The Strategic Plan calls for perimeter meetings in the fall and corridor meetings in the spring. A fixed site meeting on the perimeter even for two years might prove to be disastrous.

5. Selection of local arrangements and program committee chairs to work with those chosen by MAC-None were selected at this time. Names of likely volunteers were asked to be submitted to Ben Primer.

5. **Secretary's Report**

• Green notebooks- It was stated that all those outgoing officers/elected officials with green notebooks are responsible for passing them along to all incoming officers/elected officials.

• Report of Election- It was noted that the results of the elections were passed along to the Secretary thereby making the results of the elections official.

6. **Treasurer's Report**

A. Second Quarter Treasurer's Report

• Most of the income received in the second quarter came from the collection of the annual membership dues ($2,658) and from the conference held in Charlottesville ($7,907.22).

• General expenses included our donation to the NCCPH and for taxes to the Federal government and Delaware.

• Treasurer's expenses included the payments to our accountants for income tax preparation.

• Committee expenditures consisted of paying for the copying of the ballots by the Nominating Committee and for reimbursement of expenses to attend the January Steering Committee meeting in Baltimore.

• Publication expenses were from the publication of the MAA. Mailing costs have not been charged as of the end of the quarter.

• The conference advance was for the meeting at Saratoga Springs.

• We awarded one MARAC Scholarship for the winter MAI session (next year the tuition will be raised to $565).

B. Income- We are now in the third quarter when payments usually exceed income. Therefore, unless we receive conference income from Wilmington, we will be in the red for the next quarter.

C. Budget requests- It is time for Steering Committee members to give the Finance Committee their budget requests for FY 1999. Budget requests should be in no later than July 1. The budget is submitted by the Finance Committee to be voted on at the summer Steering Committee meeting.

7. **Administrator's Report**

The total number of members is 1064 (1015 individuals members and 49 institutional members). We have acquired 16 new members since February.

8. **Archivist's Report**

• Printing Services- Both service awards and Custer awards certificates were printed by the Archives on behalf of MARAC.

• Assistance for Archives- A student was hired to work in the Archives.

• Brisk business- It was noted that the Archives has received quite a few visitors within the last few months.

9. **Standing Committees' Report**

A. Education- MARAC meeting scholarships were given to Trina Yeckley, a graduating student from NYU, and Mary Herbert of the Maryland Historical Society. The Rapport MAI scholarship was given to Thomas Heard of the National Canal Museum. Ten applications were received for the meeting scholarship and only one for the MAI scholarship. The report from the Essay Contest Committee as well as the long range plans of the Education Committee will be presented at the summer Steering Committee meeting. The Committee Chair asked state representatives to canvass their caucuses for information on possible workshop topics. In addition, the Chair said that a survey will be sent out to the general membership requesting information on what they would like to see offered in pre-conference workshops. It was reported that Clifford Muse of Howard University will rotate off the committee after this meeting. In addition, other vacancies may be available in the near future.

B. Nominations and Elections- The results of the recent elections were announced as follows: Secretary-Patrice Brown; Treasurer- Rebecca L. Collier; State Caucus Representatives: DC- Susan McElrath; Maryland-Mary K. Mannix; New Jersey-Gary D. Saretzky; New York- Mary Ellen Rogan; Pennsylvania-David Hedrick; Virginia-Linda Angle Miller; and West Virginia- Ellen Hassig Ressmeyer; Arline Custer [Memorial] Award- Greg Bradsher, and Peter Wosh; and Nominations and Elections- Jim Cassedy [chair], L. Eileen Parris, and Carolyn Schumacher. There was a tie in the race for the position of Delaware State Caucus Representative. A run off election will be conducted to determine the winner.

C. Membership Development- No report was submitted

D. Outreach- The Steering Committee approved six names to receive the service award at the Fall Business Meeting. It was decided not to have an archives week poster this year due to the lack of photo submissions. Instead a 11x17 poster on the theme of celebration will be developed for Archives Week 1999 and will be distributed as an insert in the newsletter.

E. Custer Award- The 1997 Arline Custer Award for publication was awarded to Linda A. Ries for the special issue of Pennsylvania History entitled *History of Photography in Penn-

sylvania*. Laura Katz Smith and Tom Connors will be rotating off the Committee effective this conference. Two new members have been elected. A new chair will need to be appointed in May to start the award process for fall.

F. Finding Aid Award- The Committee met and selected the following finding aids for awards: First Prize- Lynn Catanese for 'Women's History: Guide to Women's History Sources at Hagley Museum and Library"; Second Prize- Association on American Indian Affairs Archives Papers, Mudd Library, Princeton University [paper finding aid and web page]; Third Prize- Tammy Gobert and Henry Chauncey, "The Chauncey Family Archives 1669 to 1993, A Guide", Educational Testing Service Archives. Mike Knies presented the Committee's draft checklist for electronic finding aids at the Steering Committee meeting. The checklist will be discussed along with the Committee's general checklist, at the summer Steering Committee meeting. Rita Dockery has volunteered to succeed Gary Saretzky as chair, subject to formal appointment by MARAC Chair.

G. Publications- A brief history of the Committee and a report regarding its long range goals and plans were submitted. The MAA editorship moved to a two year fixed term renewable appointment in 1995. The position of associate editor was added. The associate editor would be groomed to be the next editor. Problems continue with receiving few contributions to the newsletter for local and state news. Frank Serene, Technical leaflets editor, reported that one author has submitted a technical leaflet draft. He has not heard from any of the other technical leaflet writers. There continues to be a problem getting people to write technical leaflets. The Committee proposed to conduct a written survey of the membership on the topics, types of publications, and authors that they would like to see covered by our publications program. In addition, a proposal was made to try a pilot program for two years duration. A call for papers would be issued to members on solicited topics (based on the survey), and have those interested sign a contract with a due date, and pay them a $50.00 honorarium upon submission of an acceptable manuscript.

This proposal was approved by the Steering Committee. The website has now been accessed 2,614 times since June 1, 1996, an increase of 694 hits since January 23, 1998. The Publications Committee is working on the guidelines for the website. A proposal was made to create an ex-officio position of webmaster.

The Steering Committee voted to approve this position. —MAA editor: The editor stated that he would like to include more original writing on MARAC members and their institutions. In addition, information about MAA procedures and deadlines were outlined in his report to the Steering Committee.

H. NCCPH- This was covered under the Chair's Report.

10. **State Caucus' Reports**

A. Delaware- No report was submitted

B. DC- No report was submitted

C. Maryland- The Maryland Caucus met at the National Agricultural Library (NAL) for a tour of their special collections on March 19, 1998. Susan Fugate, Head of NAL Special Collections, hosted this meeting and talked about her collections and services. Susan's assistant, Sara Lee, gave a presentation on NAL's manuscripts collection. Alan Haeberle, Project Archivist, talked about his work processing the massive USDA History Collection, an artificial collection which documents both the history of the USDA and American agriculture. The collection includes copies of USDA records, historian's papers, publications, photos, and other types of documentation. Evelyn Frangakis also made a presentation on her work leading NAL digital projects as Preservation Officer. Attendees viewed exhibits which included Thomas Jefferson papers from the NAL manuscript collection and a conservation display.

D. New Jersey- The New Jersey Caucus held no in-state meeting this quarter. Planning for the 3rd annual Archives Day is presently underway. The event will be held on October 17 at the Monmouth County Library. Gary Saretzky and his staff at the Monmouth County Archives are coordinating the event. The 5th annual New Jersey History Issues Convention was held on March 21, 1998. Several hundred people attended the meetings and workshops. The theme of this year's convention was the implementation of the recommendations of the Governor's Task Force on New Jersey History. The NJ Caucus is one of the sponsoring organizations of the Convention. The New Jersey history community, including members of the NJ Caucus, are advocating for passage of two bills currently before the New Jersey Legislature. These bills provide $4.5 million for grants in aid to New Jersey historical societies, historical museums, historic sites, and other related agencies with NJ collections; $4 million will be allocated for general operating support and $500,000 will be allocated for research and publication in New Jersey history. The New Jersey Historical Commission will administer this grant program if the bills are approved.

E. New York- No report was submitted.

F. Pennsylvania- No report was submitted.

G. Virginia- Virginia Caucus members attended their annual meeting at the Handley Regional Library in Winchester with Archivist Rebecca Ebert and her staff as hosts. During a brief meeting, members discussed the possibility of developing small groups of professionals providing assistance to *archives in need*. This would be similar to a program called *Guardian Angels* in which archivists would spend a day at the archives in need, providing advice and labor (e.g. organizing, arranging, moving, etc.). A presentation was made by Errol Somay, Director of the Virginia Newspaper Project. Mr. Somay gave a brief history of the United States Newspaper Project and updated members on the

present status of the project in the state. He concluded his talk with a glimpse at some of the exciting plans for the future. After lunch, the group toured the Archives at the Handley.

H. West Virginia- No report was submitted.

11. **Old Business**

A. Strategic Plan

1. Ad Hoc Committee on Contractual Services - The Committee met in Washington in January and spent a great part of the meeting discussing the services that are currently provided by volunteers, their institutions, and in the case of the newsletter, a paid assistant (for layout). Services were prioritized and categorized as follows: conferences, membership, finances, and publications. Since January the members of the committee have been doing research and interviewing a variety of financial, mail service, and association management firms to determine which services are available, how they are provided, how much they cost, etc. The Committee has begun to study the RFP process and other related matters. Discussion centered on the types of firms available, what services they provided, and the costs. The Committee favored a firm that could provide all necessary services instead of breaking up the different services and hiring them out to different firms. The Committee wanted authority from the Steering Committee to move forward. A motion was made to request RFPs from selected companies, [to say] at present dues are $15.00 and based on research dues will be increased to meet future needs of the organization, and to keep the membership abreast of these activities via the newsletter. The Steering Committee passed the motion.

2. Regional Technical Assistance Program Committee (RTAP)- This Committee has not had an opportunity to meet yet. It will report to the summer meeting of the Steering Committee.

3. Education/Finance/Meetings Coordinating Committee updates-Already covered under standing committee reports, Treasurer's Report, and Vice Chair's Report.

4. Reports due at summer meeting- Reports on long range goals and plans will be presented by the Education Committee and the Finding Aids Award Committee at the summer Steering Committee.

B. House Archivist- It was decided to draft responses to the letters from the Office of the Clerk of the House and from Rep. Steny Hoyer.

12. **New Business**

A. NARA Space Planning Report - NARA has issued a call for comments on the Space Planning Report. One of the rumored plans is to close down regional archives and replace them with minimal micrographic reading rooms. It was decided to have Peter Wosh draft a response expressing our concern over the possible reduction of facilities in the regions.

B. Fred Miller Memorial- It was proposed to name the first prize of the finding aids award after Fred Miller. The Steering Committee voted to present this for approval to the membership at the Business Meeting on Saturday May 9.

13. **Other**

The summer Steering Committee will be on Friday August 7, 1998. The time and place have not been chosen yet. In the past meetings were held at 11:00 a.m. at the Medical and Chirurgical Faculty of Maryland and at Johns Hopkins University in Baltimore.

14. **Adjournment**

The meeting was adjourned at 10:40 p.m.

Respectfully submitted,

Patrice C. Brown MARAC Secretary

Call for Papers

Mid-Atlantic Regional Archives Conference

Semi-annual meeting, May 6-8, 1999

The Pennsylvania State University, Penn Stater Conference Center, State College, PA

THEME: "Archives Under Construction" The meeting will feature program components dealing with construction contracts and building projects as well as traditional archival sessions. Utilizing the university's technological capabilities, the meeting will offer many technological opportunities including EAD and USMARC format as well as highlighting some major digital projects.

Papers should fit into one of the three tracks:

" Construction and building-related issues

" Technology and highly interactive sessions

" Basic archival topics

Traditional sessions run one hour and twenty minutes; with three presenters per session, each presenter will have twenty minutes (ten typed, double spaced pages). Discussion group sessions offer group participation on a specific topic with a facilitator. Both half-day (four hour) and full-day (eight hour) workshops will be offered. The conference site supports hi-tech capability for slide, video, and internet presentations.

Session proposals: Submit a brief one-page proposal; suggested track; contact person; presenter(s) name, address, phone number, FAX number, and e-mail address. The Program Committee will match complementary papers to form a session for single proposals.

Deadline for submission: OCTOBER 1, 1998. Send proposals (paper, FAX, or e-mail) to: Diana Shenk, Chair, Program Committee, MARAC Spring 1999, W339 Pattee Library, The Pennsylvania State University, University Park, PA 16802, FAX 814/863-5775, dxs@psulias.psu.edu

MARAC Publications Committee Meeting Minutes

Minutes of the MARAC Publications Committee

May 7, 1998

Sheraton Saratoga Springs Hotel and Conference Center, Saratoga Springs, NY

Attending: Susan Aprill, Tom Frusciano, Charles Greifenstein, Sue Hamburger, Janet Linde, Linda Angle Miller, Dick Wood. Visitor: Ben-Ami Lipetz.

1. Long-range plans/goals report: presented to Steering Committee at May 7, 1998 meeting

a. Website

(1) Needs written policy statement on contents

[ACTION: Sue will draft]

(2) Webmaster position created and serves as ex-officio member [APPROVED]

(3) Seventeen conference registrations were submitted from the website.

b. Survey of membership on topics they need covered by a technical leaflet for June 1 MAA deadline. [APPROVED: Sue will draft and circulate]

c. Pilot program call-for-papers with contract and honorarium for Sept. 1 MAA deadline [APPROVED: Honorarium of $50, contract, and deadline; Sue will draft call-for-papers and contract and circulate]

2. Mid-Atlantic Archivist Associate Editor

Recommendations, volunteers for person who will become editor when Charles Greifenstein steps down. [ACTION: Susan Aprill volunteered and was accepted as associate editor, January 1998-1999]

3. Revisions

a. Automation in Archives: to publish a new edition in 1998-1999 Committee members should read it and decide if we want to publish a new edition (contact authors and ask for updated manuscripts or ask new authors to write new chapters). If so, by what deadline? [ACTION: Committee members to review publication and recommend which chapters should be revised by the same authors, recommend replacement authors, and suggest new contents and their authors. Still need a timetable.]

b. "Questions & Answers About Careers in the Archival Profession" trifold brochure Committee members should read it (distributed at November meeting) and recommend if and how we can rework it with a focus audience of graduate and undergraduate students. [ACTION: Need a volunteer to work on revising this brochure.]

4. New publications

a. Report on proposed technical leaflets [ACTION: Antonia Mattheou's second draft of a technical leaflet on outreach was rejected by Frank Serene, TL editor, and Sue Hamburger, chair, as unsuitable for publication. No other authors have submitted manuscripts.]

b. Digitization trifold brochure. [ACTION: Submitted by Catherine Keim at Steering Committee meeting. Sue will photocopy and mail to committee members to review, comment, and accept or ask for revisions.]

c. New ideas presented:

(1) Preservation of audio and/or video tapes by Cathy Mundale at Virginia Union University. She will need to be contacted and asked if she is willing to write a technical leaflet.

(2) 100 DOs and DON'Ts of archives preservation trifold brochure. Kathleen Roe has a canned talk that we could ask her to convert into a brochure.

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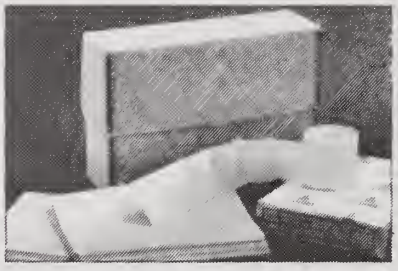

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d. Solicit graduate students to write: Ask Marty Levitt, Tom Frusciano, Peter Wosh, and Kathleen Roe to recommend students from their archival courses as possible authors.

5. Budget due to Treasurer by July 1:

Meetings	$ 400.00
Mid-Atlantic Archivist	10,800.00
Technical Leaflets/Flyers	1,400.00
Honoraria for TL authors	200.00
Symposia	0
Membership Directory	2,800.00
TOTAL	$15,600.00

6. Publications sales table. Not enough people signed up to staff the table and we had to close down during the luncheon. Sales were brisk and we sold out of the supply brought of TL#9 (Preservation of Photographs) and Automation in Archives. Jackie Esposito called in sick on Thursday; consequently there were no T-shirts for sale. We gave away free extra copies of the directory and MAA.

7. Membership: Of the five committee members whose terms expire this year (Dave Anderson, Susan Aprill, Tom Frusciano, Jennifer Rallo, and Lynne Wohleber) Susan and Tom agreed to serve for another two-year term, 1998-2000. Sue will contact the absent members to ask if they wish to be reappointed.

The Outreach Committee Annouces the 3rd Annual Poster Contest

Here's a chance to get free publicity by highlighting something interesting, unique, and wonderful in you institution's collection by featuring one of your images on the Archives Week Poster.

The theme of this year's Poster Contest is Holidays/Celebrations.

Find photographs (or other images) from your archives that document holidays or celebrations, whether religious, civil, or unofficial, and send photocopies to:

Catharine Keim
300 S. Broadway #5F
Tarrytown, NY 10591

Entries should contain full credit line, citation, and contact information.

The Outreach Committee would like to receive submissions from all the caucuses and from all MARAC institutions.

Questions? Please call (914) 631-5040.

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *MAA* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *MAA* are December 1st, March 1st, June 1st and September 1st. Because the *MAA* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

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New MARAC Members

Sarah Andrews

Cheryl L. Stadel Bevans
UCLA DLIS student

Chandra Buie
New York Transit Museum

L. Olivia Cox
A.A.O. - H.N.S. Foundation

Maria J. Deptula
American Bible Society

Michelle Elligott
The Museum of Modern Art

Helen Lee Fletcher
Handley Regional Library

James W. Gerencser
Dickinson College

Esther Gillie
Eastman School of Music

Tracy Grimm
Austin Presbyterian Theological Seminary

Charlotte Hegyi
Hobart and William Smith Colleges

Milissa Boyer Kafes
Rockefeller Archive Center

Lisa Kochik

Shirley Koester

Gary A. LaValley
United States Naval Academy

Ben-Ami Lipetz
State University of New York at Albany

Holly MacCammon
Metropolitan New York Library Council

Helen M. McLallen
Columbia County Historical Society

Matthew Mangarella

Kristine Marconi
Princeton University

Mary Markey
Maryland Historical Society

Vicki W. Martin
St. Lawrence County Historical Society

Norma Nelson
Albert Einstein College of Medicine

Emily R. Novak
Salisbury State University

Meg Phillips
American College of Physicians

Victoria Powell

James T. Raleigh

Wendi Rottweiler
Woodbridge Public Library

Heather Willever-Farr
American College of Physicians

Remembering Fred Miller

Many of us have been saddened in recent weeks by the loss of our friend and longtime MARAC colleague, Fred Miller. Fred died in late March from pneumonia complicated by a pre-existing, progressive lung ailment. For those of you who did not have the good fortune to know Fred, it might be helpful to know that our shock was perhaps greater because Fred was a relatively young man, although one who had enhanced our profession and our lives for 25 years. Only one year after MARAC was founded in 1972, Fred returned to the MARAC region, where he had been born and lived for many years until he left to pursue his doctorate at the University of Wisconsin. He directed the Temple University urban archives center in Philadelphia and the University's graduate archival education program from 1973 to 1989. He then moved to Washington to work for the National Endowment for the Humanities. Fred published extensively in both history and archival theory and practice, with perhaps his most visible contribution to the profession being the manual, *Arranging and Describing Archives and Manuscripts*, in the second series of manuals produced by the Society of American Archivists.

Many of us, however, remember Fred more as a MARAC friend and colleague than in any other context. After joining MARAC in 1973, Fred served the organization frequently and well, as a regular program participant, as a member (and sometime chair) of the Custer, Finance, Program and Local Arrangements committees, as Pennsylvania State Representative and Steering Committee member, as chair of the Task Force on Mission and Structure, and as a candidate for MARAC chair.

Many of us saw Fred for the last time in Wilmington, where we perhaps began to grasp the seriousness of his condition for the first time. I know that Fred is one of the handful of people who I remember clearly from my first MARAC meeting in Fredericksburg, Virginia, in 1979, and from the beginning he was one of the people who made MARAC more than just a professional organization. As another longtime MARAC member (and former Chair) put it: "Fred was a Mensch!"

Janet Linde
MARAC Chair

Preservation News

Help keep your MARAC colleagues abreast of the latest preservation information and news about your state or region by sending information to: Evelyn Frangakis, Preservation Officer, National Agricultural Library, 10301 Baltimore Ave., Room 300, Beltsville, MD 20705-2351, fax (301) 504-7593, e-mail <efrangak@nal.usda.gov>.

Meetings and Workshops

SAA's 1998 Annual Meeting is being held August 31-September 6, 1998 in Orlando, Florida. For more information contact (312) 922-0140 or visit SAA's Web site <www.archivists.org>. The Preservation Section will hold business and committee meetings from Sept. 2-Sept. 5. Preservation sessions include: #15, "Attention Archives Shoppers: How to be an Educated Consumer"; #25, "When Bad Things Happen to Good Archives: Issues of Contamination"; #35, "How do I Preserve this Material?"; and #66, "Models for Action: Developing Practical Approaches for Electronic Records Management and Preservation." In addition there are many sessions on the Web that have implications for preservation. SAA is also offering two pre-conference preservation workshops: Preservation Microfilming Management, August 31, 1998, Fee $215, SAA Members $169 (. 75 continuing education units); and Preservation Management Workshop, August 31- September 1, 1998, Fee $279; SAA Members $219 (1.5 continuing education units).

★★★

Rutgers University is offering a Preservation Management Institute for managers of library and archival collections and preservation specialists. This institute is a three-part residential program to be held over a one-year period: November 16-20, 1998; April 14-16, 1999; September 27-October 1, 1999. The Preservation Management Institute is designed to give both collections managers and others with a special interest in preservation a grounding in the range of preservation issues and technologies. The Institute will help participants understand the physical nature of institutional holdings, from the processes that create them, to the environmental and storage issues that affect them, to the options for repairing and replacing them when they are damaged. Participants will learn about the preservation issues that affect each decision you make for your collection. Participants will develop both a preservation management plan and a disaster plan for their own organizations. Participants in The Preservation Management Institute will qualify for a Certificate in Preservation granted by Rutgers University's School of Communication, Information, and Library Studies. The New Jersey Historical Commission is providing several scholarships. For more information contact: Karen Novick, Rutgers University School of Communication, Information and Library Studies, Professional Development Studies, 4 Huntington Street, New Brunswick, NJ 08901-1071, phone: (732) 932-7169, fax: (732) 932-9314, e-mail: pds@scils.rutgers.edu.

PUBLICATIONS Basic Principles for Managing Intellectual Property in the Digital Environment: An Archival Perspective, an SAA commentary on the statement issued by the National Humanities Alliance (NHA) "Basic Principles for Managing Intellectual Property in the Digital Environment," may be found at <http://www.archivists.org/governance/resolutions/nha%20response.html>. As noted in the preface, ASAA enthusiastically endorsed the principles in August 1997, finding them to be consistent with and supportive of archival concerns. It was also felt that the case for the NHA Principles could be made even more forcefully if attention were drawn to the fundamental archival principles associated with many of the NHA principles. This document, therefore, is an archival perspective on the NHA principles, intended to highlight those issues that strike closest to the core of archival practice.

★★★

Simple Book Restoration Video

"Basic Refurbishment of Antique Books", a very good instructive video, 75 minutes in length, demonstrating all the basics of simple book restoration.

Section One includes *Refurbishing the Inside:* Dry Cleaning; Dog-eared Corners and Creases; Removal of Sticky Tape; Tipping In.

Section Two covers *Refurbishing the Outside*: Cleaning Leather and Gold; Calf; Morocco; Preserving and Waxing; Cloth; Half Bindings; Vellum; plus a recap section.

Video comes with an accompanying booklet. $79.00 plus $3.00 shipping.

31 Division Street
Keyport, NJ 07735
Phone: (32) 264-0306
Fax: (732) 264-8266
e-mail: KarenC5071@aol.com

"Preservation and Archives in Vietnam" by Judith Henchy, February 1998 (Washington, DC: CLIR), 24 pp, paper. The author provides an overview of the largely unexplored corpus of Vietnamese textual resources in research institutions there and elsewhere, and considers the associated problems of bibliographic control and preservation. This publication is available for $10 from the Council on Library and Information Resources, 1755 Massachusetts Ave, NW Suite 500, Washington, DC 20036.

★★★

"Digitizing Historical Pictorial Collections for the Internet" by Stephen Ostrow (Washington, DC: CLIR), February 1998, 42 pp. The report describes the nature and uses of large historical pictorial collections in both the reading room and online, analyzing the advantages and the disadvantages of digital access to images. It addresses preservation, bibliographic control, and access issues; provides a detailed checklist for planning digital conversion projects and selecting items and collections for digital conversion; and information about copyright law as it applies to networked distribution of images. The report is available for $20 from the Council on Library and Information Resources, 1755 Massachusetts Ave, NW Suite 500, Washington, DC 20036.

★★★

"Digitization as a Method of Preservation?" by Hartmut Weber and Marianne Doerr, (Washington, DC: CLIR), October 1997, 24 pp. Acknowledging that the digital medium is unstable, and therefore risky as a preservation medium, the report investigates how digitizing and microfilming can be combined to achieve both optimal access and maximum preservation. The report is available for $10 from the Council on Library and Information Resources, 1755 Massachusetts Ave, NW Suite 500, Washington, DC 20036.

MARAC MEETINGS

Fall Meeting 1998
Washington DC
November 19-21

Spring Meeting 1999
State College, PA
May 7-9

Fall Meeting 1999
(New York, NY
tentative)

Spring Meeting 2000
(Princeton, NJ
tentative)

Fall Meeting 2000
Cleveland, OH (Joint Meeting with Midwest Archives Conference)

From the Editor

Continued from P. 5

of my institution (the College of Physicians of Philadelphia uses the same bank); he thought someone was pulling a fast one. I had to order new checks and change the mailing address, removing the institution's name (I had used it for the convenience of the Postal Service). I also had to bug the bank to send the account stamp I had paid for (if you do this job, order a stamp, unless you want to sign your name 300-400 times).

Another headache occurred with the registrations. Many were incomplete or hard-to-read. (I want to thank everyone who sent in a typed registration.) Some also had math errors or unsigned checks. Each registration with problems had to be straightened out individually.

Workshop registration was also complicated. Understandably, people wanted to ensure a place in the workshops with limited enrollment. Phone calls, faxes, and emails about availability all had to be handled. I would advise all future LAC finance people to accept only mailed, fully-paid registrations for workshops on a first-received, first-in basis. The luck of the draw is not pleasant for the losers but saves time for the LAC.

Because of filled workshops and canceled workshops and tours, I felt that it was my responsibility to refund money to members at the meeting. I set up shop at the registration table and dispensed funds, using the database and registration forms as sources. Unfortunately, between manning the table and writing checks, I could not attend any of the sessions on the day I was there.

Finally, I'm finding that closing out the conference account is difficult. A bill popped up a few weeks ago, and at least one refund check has not been cashed. Becky Collier is anxiously awaiting my final report (It's coming, Becky!).

In short, (and I didn't intend this to be a list of complaints), it was time-consuming to do finance for an LAC. I took on the job with at least a vague idea of what to expect, but now I can personally see the value in hiring someone to help manage our meetings. A change would save the LAC's, and especially the finance chair, a lot of headaches.

Charles B. Greifenstein, Editor
Mid-Atlantic Archivist

TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1998
January 1, 1998 -March 31, 1998

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1997 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$11,254.00	$2,658.00			84%	$13,912.00	$14,829.00
Publications Sales	1,500.00	232.00	49.00			19%	281.00	1,458.54
Pub. Advertising	1,000.00	156.00	0.00			16%	156.00	1,179.00
Bank Interest	4,000.00	176.13	202.56			9%	378.69	4,027.48
Conferences	12,000.00	0.00	7,907.22			66%	7,907.22	9,066.51
Mailing List Sales	250.00	80.00	70.00			60%	150.00	280.00
Contributions	400.00	295.00	25.00			80%	320.00	362.00
Miscellaneous	100.00	56.00	5.00			61%	61.00	89.35
Total Revenue and Support	**$35,750.00**	**$12,249.13**	**$10,916.78**	**$0.00**	**$0.00**	**65%**	**$23,165.91**	**$31,291.88**
EXPENSES								
General	$1,750.00	$0.00	$778.00			44%	$778.00	$1,132.27
Administrator	3,835.00	443.70	23.30			12%	467.00	1,691.23
Treasurer	755.00	20.00	482.20			67%	502.20	628.81
Membership	1,545.00	102.40	0.00			7%	102.40	464.52
Committees	6,335.00	171.61	1,356.18			24%	1,527.79	4,292.49
Publications	12,600.00	2,639.18	2,344.00			40%	4,983.18	11,132.53
MARAC Archivist	500.00	0.00	0.00			0%	0.00	0.00
Awards	425.00	0.00	0.00			0%	0.00	425.00
Conference Advances	5,155.00	155.00	2,000.00			42%	2,155.00	5,000.00
MARAC Scholarship	2,200.00	280.64	545.00			38%	825.64	1,806.39
Grant Project Expenses	600.00	0.00	0.00			0%	0.00	0.00
Miscellaneous	50.00	0.00	0.00			0%	0.00	0.00
Total Expenses	**$35,750.00**	**$3,812.53**	**$7,528.68**	**$0.00**	**$0.00**	**32%**	**$11,341.21**	**$26,573.24**
NET INCOME or (NET LOSS)	**$0.00**	**$8,436.60**	**$3,388.10**	**$0.00**	**$0.00**		**$11,824.70**	

SUMMARY

Opening Balance	$108,742.84
Income	10,916.78
Expenses	(7,528.68)
Closing Balance	**$112,130.94**

Cash Accounts

Checking Accts:	$10,121.09
Savings Accts:	34,654.19
Cert. of Dep:	67,355.66
Total	**$112,130.94**

Fund	Opening	Credits	Debits	Closing
Current	$58,040.98	$9,214.22	($7,528.68)	$59,726.52
Endowment	12,201.86	202.56		12,404.42
Reserve	38,500.00	1,500.00		40,000.00
Total	**$108,742.84**	**$10,916.78**	**($7,528.68)**	**$112,130.94**

Report from Claire Dienes, Lenoard Rapport Scholarship Recipient

As the 1998 recipient of the Leonard Rapport Scholarship, I attended the Winter session of the Modern Archives Institute at the National Archives and Records Administration in Washington, D.C. I had been working at The Museum of Modern Art Archives in New York for a year and four months and was just starting to become familiar and comfortable with archival procedures and policy in practice. I headed to the Institute with high expectations, and during the two-week intensive course, they were definitely met, many times over.

The introductory presentation by David Gracy, Associate Dean and Professor of Archival Expertise at the Graduate School of Library and Information Science of the University of Texas in Austin, was given with an enthusiasm and a pleasure that was catching; I never thought I could be so enthralled by "Ten Archival Principles"! Maygene Daniels of the Gallery Archives at the National Gallery of Art, devoted an entire day to the ins and outs of Arrangement and Description, the core of an archivist's work. Thanks to that session I was even able to sort through a few arrangement dilemmas waiting for me back at The Museum of Modern Art. During the two week Institute we also learned about acquisition, access, records management, the law, reference, volunteer programs, public programs, exhibition, preservation, grant writing, archival management and ethics form professionals in each field. There were also sessions that focused on specific types of records (by medium), such as cartographic records, photographs, motion media and sound recordings, and electronic records. One of the most memorable moments was in a workshop on description; as my section was sifting through documents from the Civil War era, we came upon a signed letter from Abraham Lincoln. A thrilling moment for all and certainly a confirmation that what we do is not only important, but can be fun and exciting.

Although most of the courses were held at the National Archives (familiarly called Archives I) in downtown Washington, the group took three field trips: two to the National Archives in College Park (Familiarly called Archives II) in College Park, Maryland, and one to the Library of Congress. These were exciting opportunities to see behind the scenes of two very important archival centers. Archives II was especially interesting as it boasted the newest and the most advanced design in archival facilities. At the Library of Congress, a fascinating group of buildings in their own right, we were given a demonstration of the National Digital Library Program and a tour of the various divisions.

The curriculum offered by the Institute was varied and the speakers engaging. Despite the fact that many of the Institute staff originated from the National Archives and much of the discussion centered around or related to government institutions, the concepts behind the examples were directly relevant to general archival practice. With a bit of imagination each participant could parlay his or her own archives into the discussion. I certainly did.

I would highly recommend the Institute to anyone new to archival practice. The coursework benefits not only long-term career goals, but enhances knowledge of the profession in general and sharpens the skills essential to what archivists do every day. Participants are afforded the opportunity to meet people, both those who have experience and expertise in the field and those who are new to the profession. In my experience one can learn equally as much from both. The Institute is a satisfying way to participate in an organized development course devoted to training new professionals in archival policies and procedures.

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BUSINESS MEETING MINUTES

MARAC Spring Business Meeting Saturday, May 9, 1998 Sheraton Saratoga Springs Saratoga Springs, NY

1. Janet Linde, MARAC Chair, called the meeting to order at 8:25 a.m.

2. The minutes of the Business Meeting of November 8, 1998 in Wilmington, Delaware, as published in the Winter 1998 Mid-Atlantic Archivist, were approved.

3. **Chair's Report**- Janet Linde

A. Fred Miller- The untimely death of longtime MARAC member and friend Frederic Miller was announced. The Chair highlighted many aspects of Fred's life, career, and professional activities associated with MARAC and other archival organizations. A moment of silence was held in Fred's memory. It was stated that the Steering Committee voted to recommend to the membership that first place for the Finding Aids Award be called the Frederic M. Miller Finding Aids Award. The recommendation was passed. It was also mentioned that there will be a memorial service at Temple University on Wednesday, May 13. Further information concerning the service was posted on the bulletin board beside the registration table.

B. Steering Committee Meeting

• Outreach Committee- The Steering Committee approved six names for the service award that will be presented at the fall business meeting. The Committee decided not to have an archives week poster this year. Instead a 11x17 poster on the theme of celebration will be developed for Archives Week 1999 and will be distributed as an insert in the newsletter.

• Publications Committee Recommendations- The Steering Committee approved the following three recommendations brought forward by the committee: to survey the membership concerning the topics, types of publications, and authors to be covered by the publications program; to create a pilot program for two years that would have a call for papers on selected topics which would require interested individuals to sign a contract with a deadline in return for payment of a $50.00 honorarium for a publishable manuscript; and to establish a permanent position of webmaster who would serve as an ex-officio member of the Publications Committee.

4. **Vice Chair's Report**-Ben Primer

A. Future Meetings

• DC, November 19-21, 1998- The budget for this meeting was approved by the Steering Committee. There will be a $45.00 registration fee. The conference will be at the Hyatt Regency Capitol Hill with a room rate of $125.00. The program for the conference is pretty much set but there still may be room for a few more sessions. Those individuals with ideas for sessions may contact Susan McElrath, Program Chair.

• State College [Penn State], May 6-8, 1999- We will be in a Penn State owned hotel which is part of their hotel management program. We have gotten a wonderful rate along with great computer facilities which will allow us to do a lot of electronic workshops and sessions.

• Fall 1999, Long Island- The date has not been determined. Greg Hunter is defacto local arrangements chair. Several hotels have been looked at and a final selection will be made in the next few weeks. There is a need for a program chair for this meeting.

• New Jersey [Princeton or New Brunswick], Spring 2000-The location of this meeting will be determined by the price of the hotel. The Princeton hotels are very pricey, so it may mean that New Brunswick may be chosen, but this has not been determined yet. Either Ben Primer or Karl Niederer might be local arrangements chairs. There is a need for a program chair for this meeting.

• Cleveland, October 19-21, 2000- This is a joint meeting with the Midwest Archives Conference (MAC) at the Sheraton Cleveland City Center. The current rate is $110.00. It is not a fixed rate but the maximum that it can go up is 5% a year. We need to provide soon both program and local arrangements chairs to work with MAC for this meeting. If there are any volunteers who would like to work with Roland Baumann please contact Ben Primer.

B. Fixed Site Survey- 8% [84] of the membership returned their fixed site survey. In general those returning the survey liked the way the fixed site had worked in Wilmington. The survey also showed that the membership was in favor of continuing fixed site meetings in the fall over the next two to three years. The cities chosen for the next fixed site meetings were Baltimore, Philadelphia, and DC. Those voting favored a spring meeting in the corridor [I-95, from Richmond to NY] and a fall meeting outside the corridor. Ten respondents wanted to know why we have to have two meetings a year. It was pointed out that by having two meetings a year, we are able to go to more places in the region on a much more frequent basis. It also allows more opportunities for members to attend these meetings.

5. **Treasurer's Report**- Rebecca Collier

A. Second Quarter Treasurer's Report

• Most of the income received in the second quarter came from the collection of the annual dues ($2,658) and from the conference held in Charlottesville ($7,907.22).

• General expenses included our donation to the NCCPH and for taxes to the Federal government and Delaware.

• Treasurer's expenses included the payments to our accountants for income tax preparation.

• Committee expenditures consisted of paying for the copying of the ballots by the Nominating Committee and for reimbursement of expenses to attend the January Steering Committee meeting in Baltimore.

• Publications expenses were from the publication of the MAA. Mailing costs have not been charged as of the end of the quarter.

• The conference advance was for the meeting at Saratoga Springs.

• We awarded one MARAC Scholarship for the winter MAI session.

B. FY 1999 Budget

It was announced that it is time for the Steering Committee to work on the budget for the next fiscal year. The budget will be worked on during the summer and voted on at the summer Steering Committee meeting. The budget will be presented to the membership at the fall business meeting.

6. **Nominations and Elections**- Karen Stuart

The results of the election were announced as follows: Secretary- Patrice Brown; Treasurer- Rebecca Collier; State Caucus Representatives: Delaware- The race was a tie; a run off election will be conducted to determine a winner; DC- Susan McElrath; Maryland- Mary K. Mannix; New Jersey- Gary D. Saretzky; New York- Mary Ellen Rogan; Pennsylvania- David Hedrick; Virginia- Linda Angle Miller; and West Virginia- Ellen Hassig Ressmeyer; Arline Custer [Memorial] Award- Greg Bradsher, and Peter Wosh; and Nominations and Elections- Jim Cassedy [chair], L. Eileen Parris, and Carolyn Schumacher.

7. **Awards**

A. Scholarship Awards- Danna Bell-Russel

The following recipients of the MARAC meeting scholarships were announced: Trina Yeckley, a graduating student from NYU, and Mary Herbert of the Maryland Historical Society. The Rapport MAI scholarship was given to Thomas Heard of the National Canal Museum.

B. Finding Aids Awards- Michael Knies The following finding aids were chosen: First Prize-Lynn Catanese for Women's History: Guide to Women's History Sources at Hagley Museum and Library; Second Prize- Association on American Indian Affairs Archives Papers, Mudd Library, Princeton University [paper finding aid and web page]; and Third Prize-Tammy Gobert and Henry Chauncey for Chauncey Family Archives 1669 to 1993: A Guide, Educational Testing Services.

C. Arline Custer Award- Catherine Keim The 1997 Arline Custer Award for publication was awarded to Linda Ries for the special issue of Pennsylvania History entitled "History of Photography in Pennsylvania."

8. **Washington, DC, Fall 1998 Meeting Local Arrangements**- Marisa Keller

Marisa Keller, Local Arrangements Chair, presented a slide show on the many wonderful sites, dining opportunities, tours, transportation conveniences, and the Hyatt Regency Capitol Hill awaiting conference attendees. The reception will be in the Russell Office Building, site of many historic hearings on events such as Watergate and the sinking of the Titanic. It was mentioned that people attending the reception will have to submit their names and social secuirty numbers in advance in order to meet security requirements.

9. **Old Business**

A. Ad Hoc Committee on Contractual Services- Marsha Trimble The Committee Chair stated that the committee has been charged with the investigation into the hiring of a group of people or a firm to take over some of the management services presently carried out by MARAC volunteer members. It was reported that there is a need to hire a firm to take over these types of services because MARAC is now too large to be run on a volunteer basis [now number 1100 members], the volunteer pool is too small to carry this increasing burden [not enough volunteers or the same small number trying to do the job], and the subsidies [employees' time, copying services, etc.] formerly provided by members' institutions are drying up. The services being considered for contracting out are all or part of the work involving conferences, membership, finances, and publications. The Committee has recommended that the search focus on one association management firm that is centrally located that could perform all of the services that we need. The Steering Committee has charged the committee with preparing requests for proposals to selected association management firms and to do interviews and report back to the Steering Committee on the types of services that we can get. It is hoped that these results will be reported on in the fall. It was stated that the hiring of a management firm will cost the membership more in dues. More information along these lines will be mentioned in the newsletter. It was asked that members pay close attention to this newsletter coverage. It was emphasized that the Committee will be looking for the most cost effective way of providing these services to the MARAC membership. Also, the Committee asked the membership to forward the names of any management firms that they would like to recommend for consideration to members of the committee.

B. U.S. House of Representatives Archives Program

It was reported that the Chair had learned in February that Cynthia Miller's position as House Archivist had been downgraded and effectively abolished by the House Oversight Committee. MARAC wrote a letter of protest to the committee, as did MAC, SAA, and the National Coordinating Committee for the Promotion of History (NCCPH). We received letters back from Representative Steny Hoyer and other committee members as well as from the Clerk of the House. The Clerk's letter effectively dismissed our concerns. Representative Hoyer [Maryland] is from our region and seemed interested in the issue. MAC has written a follow up letter after receiving an identical letter from the

Clerk of the House and letters from committee members. MARAC is now going to submit another letter to both the committee and the Clerk of the House following up on our concerns. It was stated that additional information on the issue will be included in upcoming issues of the MAA. The Chair also encouraged those members living in Maryland to write to Representative Hoyer on this issue.

10. **New Business**

A. NARA Space Planning Report- It was reported that NARA has issued a call for comments on their Space Planning Report. It was noted that this report is the first concrete item to come forward from NARA regarding its possible plans for some of its regional facilities to be closed. The Steering Committee has decided to submit a letter of comment. It was noted that if any members have comments or information that they would like to have included in this letter please contact the Chair.

B. Other

11. **Other**

A. Resolution- The following clever submission was read by Ben Primer: Alydar Affirmed he Seattle Slew in the High Rock Pub's Gallery because that Man O' War was an Alabama Ruffian whose Spectacular Bid to seize the Secretariat deserved Citation as a Traversty of Justice. Ben followed this sterling reading with the reading of the following resolution:

There once were some archivists in MARAC Who chose to meet jointly with LOAC

To Saratoga they went

To the baths to repent

Thanks to those led by chair John Le Gloahec

Yes these archivists searched for the truth

Though they thought Le Gloahec's burping uncouth

Chocolate chip cookie dough

Really helped us to say no

To the comic relief from Geof Huth

The Program was just perfect for us

Mary Lynn bared her sins to the chorus

Yes she slept with the clerk

But he wasn't a jerk

So she didn't embarrass Bob Morris

The tours checked spa and casino

While others drank beer and vino

With workshops on scanning

And facilities planning

We broadened the field of what we know.

B. A Poem- Sue Hamburger read the following newspaper poem entitled "Song of Saratoga" that was pasted in one volume of Asa I. Fish's Journals of Trips to New Jersey, New York, and New Orleans, 1866-1902:

Pray, what do they do at the Springs?
The question is easy to ask;
But to answer it fully, my dear,
Were rather a serious task.
And yet, in a bantering way,
As the magpie or mocking bird sings
I'll venture a bit of a song,
To tell what they do at the Springs
Imprimis, my darling, they drink
The waters so sparkling and clear;
Though the flavor is none of the best,
And the odor exceedingly queer;
But the fluid is mingled, you know,
With wholesome medicinal things,
So they drink, and they drink, and they drink-
And that's what they do at the Springs!
Then with appetites keen as a knife,
They hasten to breakfast or dine;
(The latter precisely at three,
The former from seven till nine).
Ye gods! what a rustle and rush
When the eloquent dinner-bell rings!
Then they eat, and they eat, and they eat-
And that's what they do at the Springs.
Now they stroll in the beautiful walks,
Or loll in the shade of the trees;
Where many a whisper is heard
That never is told by the breeze;
And hands are commingled with hands,
Regardless of conjugal rings;
And they flirt, and they flirt, and they flirt-
And that's what they do at the Springs.
The drawing rooms are ablaze,
And music is shrieking away;
Terps chore governs the hour,
And fashion was never so gay!
An arm around a tapering waist,
How closely and fondly it clings!
So they waltz, and they waltz, and they waltz-
And that's what they do at the Springs!
In short, as it goes in the world-
They eat, and they drink, and they sleep;
They talk, and they walk, and they woo;
They sigh, and they laugh, and they weep;
They read, and they write, and they dance;
(With other unspeakable things;)
They pray, and they play, and they pay-
And that's what they do at the Springs.

12. **Adjournment**

The meeting was adjourned at 9:40 a.m.

Respectfully submitted,

Patrice C. Brown MARAC Secretary

Diana Shenk
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